

**Toronto Meeting of the
Religious Society of Friends (Quakers)**

GUIDELINES FOR WRITING A BRIEF BIOGRAPHY OF A FRIEND

In the event of the death of a Friend or an attender, a brief biography is needed by the Meeting. Such a biography should be a short account of reliable, factual information about the person's life. It is neither a eulogy or a testimony.

Friends are encouraged to write their own biographical outline to be kept on file with their "Last Wishes Form" in the Toronto Monthly Meeting office. If a biography has not been prepared in advance, family members or a Friend will prepare the required biography at time of death.

A biography may be used on one or more of the following occasions:

- for visiting friends and family at a funeral home
- for a Meeting for Worship for Burial
- for a Meeting for Worship in Remembrance
- for a committee that may be appointed by the Monthly Meeting to prepare a Minute of Remembrance a Testimony to the Grace of God in the Life of the deceased Friend.

The biography should contain factual information as outlined on the following form. Please note that this form is intended to help in the organization of information. If you require more room or wish to present the biography in a different order, please do so on a separate sheet of paper.

Please remember that the factual information contained in the biography does not require elaboration. Such elaboration, appreciation, and recognition will arise out of a Meeting for Worship, especially out of the Spirit of Worship and the guidance of God during a Meeting for Worship in Remembrance. Such ministry may be later incorporated in a Testimony to the Grace of God in the Life of the Friend or in a Minute of Remembrance.

Prepared by the Burial Committee of Ministry and Counsel of Toronto Meeting July 1999
Revised June 2003, January 2004, November 2004

Full name	
Date of birth	
Place of birth Date of immigration to Canada	
Name of mother	
Name of father	
Name of spouse(s) or partner(s) and date(s) of marriage(s)	
Name(s) and birth date(s) of child(ren)	
Education	
Professional training and occupation	
Places of residence	
Date of membership in the Society of Friends and name of Meeting	
Dates and names of Meetings for any membership transfers	

<p>Concerns – service in the Society of Friends and beyond, including service on Friends committees (with dates if known).</p>	
<p>Witness and possible suffering because of faithfulness to Friends’ testimonies</p>	
<p>Other relevant factual information, notable interests, activities, leadings, significant life events</p>	

Date completed: _____